



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 11-40

OPEN TO: ALL INTERESTED CANDIDATES
(Current employees serving a probationary period are not eligible to apply)

POSITION: **Computer Management Assistant (Sys Admin/Webmaster)**

OPENING DATE: October 21, 2011

CLOSING DATE: November 4, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR): \$14,809 per annum starting salary (Position Grade: FSN-08)
*Not-Ordinarily Resident (NOR): FP-06 (to be confirmed by Washington)

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy is seeking an individual for the position of **IPC Computer Management Assistant (Sys Admin/Webmaster)** within the Information Management Office.

BASIC FUNCTION OF POSITION:

The Sys Admin/Webmaster is primarily responsible for developing and maintaining the U.S. Embassy Monrovia's intranet web site and provides assistance and guidance to the Public Affairs section content manager for American Embassy Monrovia internet web site. The Sys Admin/Webmaster works under the supervision of the Local Information System Manager and reports directly to the Information Management Office.

MAJOR DUTIES AND RESPONSIBILITIES:

- The Sys Admin/Webmaster serves as principal supervisor over the intranet web site for the U.S. Embassy in Monrovia, and insures that all information on the intranet web site is edited and accurate before it is published on Embassy's intranet website. The Sys Admin/Webmaster is the principal supervisor for the daily start-up of the Embassy's website and ensures that all necessary hardware and software is in place. The Sys Admin/Webmaster is responsible for the carrying out data integrity and disaster recovery procedures for the website by making sure that the data on the web is backed up to tape or other appropriate backup media and establishes physical security controls in the computer room for the protection and safe guarding of the computer system. The Sys Admin/Webmaster ensures the reliability of all data bases on the web hosting equipment.
- The incumbent participates in website development seminars (virtual or webinars) wherein local and Washington-based senior Information Resource Management (IRM) personnel provide technical advice on new State Department web site development issues. The Sys Admin/Webmaster advises the Embassy IRM office on equipment procurement and the ordering of new systems. The Sys Admin / Webmaster must be able to present and provide clarity on Web-related concepts to Embassy senior management.

- The Sys Admin/Webmaster also performs as System Administrator in the Information System Center (ISC) as required by the System Manager and Information Management Officer. The Sys Admin/Webmaster installs and maintains servers, switches, routers and all LAN related hardware and software as required to support the functions of the various Embassy agencies. The Sys Admin/Webmaster maintains the LAN system library, including, documentation, training materials, software and hardware manuals and computer-based training applications. The Sys Admin/Webmaster performs periodic preventive maintenance on all LANs and PCs and downloads and installs weekly anti-virus definitions.
- The Sys Admin/Webmaster provides assistance as Content Manager for the Embassy's internet web site. The Sys Admin/Webmaster will attend cyber training and maintain the content management sites updates when required. The Sys Admin/Webmaster also works with his Microsoft Share Point Site counterparts with IRM in Washington DC.
- The Sys Admin/Webmaster escorts hired contractors as they carry out computer-related tasks on Embassy property.
- The Sys Admin/Webmaster advises and assists Embassy employees and visitors on the use of the Embassy's Intranet.

QUALIFICATIONS:

1. A Bachelors degree in Information Science or Computer Science with two years of specialized courses in Information Systems computer technology and graphic designs is required.
2. Must have five years of progressively responsible experience in the field of web page development and graphic design.
3. Level IV (fluent) English written and spoken English is required. Must have excellent oral and written communication skills.
4. Must have in-depth knowledge of electronic retrieval and delivery tools, web page design, content management and maintenance, CD/DVD production and standard information science practices and procedures.
5. Must be able to update content and implement and manage library web pages; create, design and manage intranets, respond rapidly to requests; plan, organize and manage assigned responsibilities using electronic based technologies including the Internet, CD-ROM and print resources.
6. Must be able work effectively with American Officers and Locally Employee Staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (231) 777-054824) and at <http://monrovia.usembassy.gov/vacancies.html>.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application:**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type

M. Days available to work

N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

O. U.S. Eligible Family Member and Veterans Hiring Preference

P. Education

Q. License, Skills, Training, Membership, & Recognition

R. Language Skills

S. Work Experience

T. References

SUBMIT APPLICATION TO:

Human Resources Office

Attention: **Computer Management Assistant (Sys Admin/Webmaster)**

American Embassy

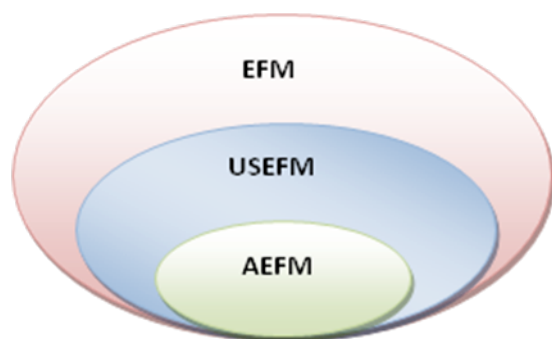
P. O. Box 98

1000 Monrovia 10 Liberia

Drop in application box at Gate #3

The Universal Application Form (DS-174) can be picked up at Gate 3 or the Human Resources Office or accessed on line.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

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2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,

- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: (November 4, 2011)

The US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HRA: HBee

Cleared: IMO: GGuzman

Approved: HRO: KConole

Approved: MGT: RDAcuff

[Signed copy with HR Office]